**Reference Manager**

**REFERENCE MANAGER** ®
**Navigation New UI**
**Revision Number 1**
**04/02/2024**

Reference Manager is our new Application containing screens for maintaining all the Reference data used across all our products.

The Main Page in Reference Manager will open, blue bar known as the Applications Bar or App Bar. This contains:

- The 3-bar line icon

- The alert icon

- Database name RAILNET_DEMO

- Nine square icon

- User profile

.

**Reference Manager**

**Left Panel Menu**
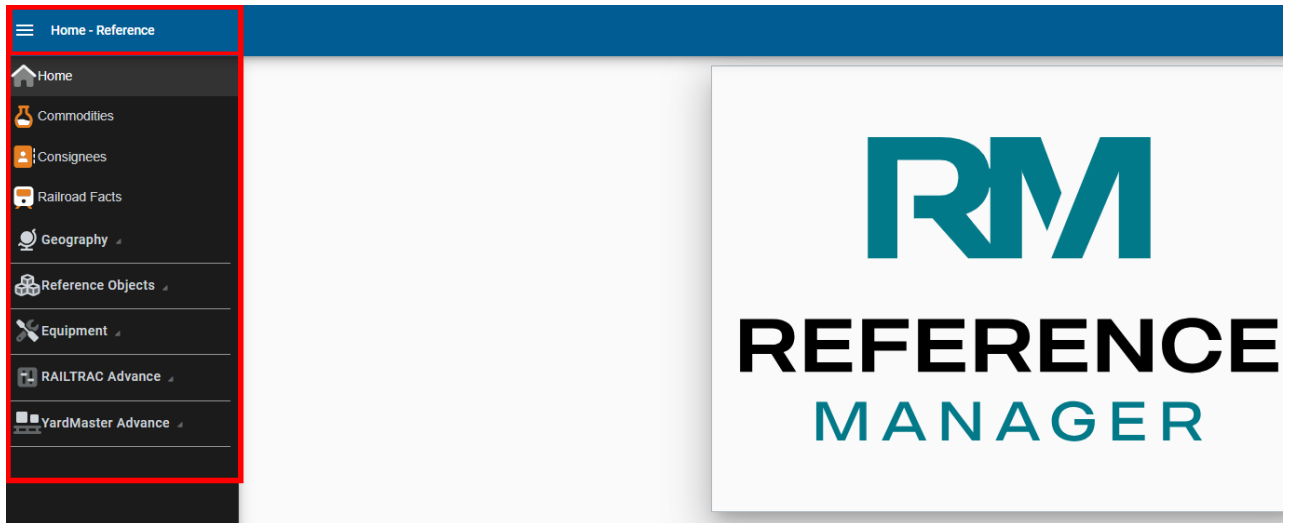


The Left Panel Menu will be exposed by clicking on the 3-Bar Icon on the App Bar. Left Panel Menu is the main navigation tool displayed throughout the application and exposing the daily operations sub menu within Reference Manager.

**Reference Manager**

## Commodities Icon
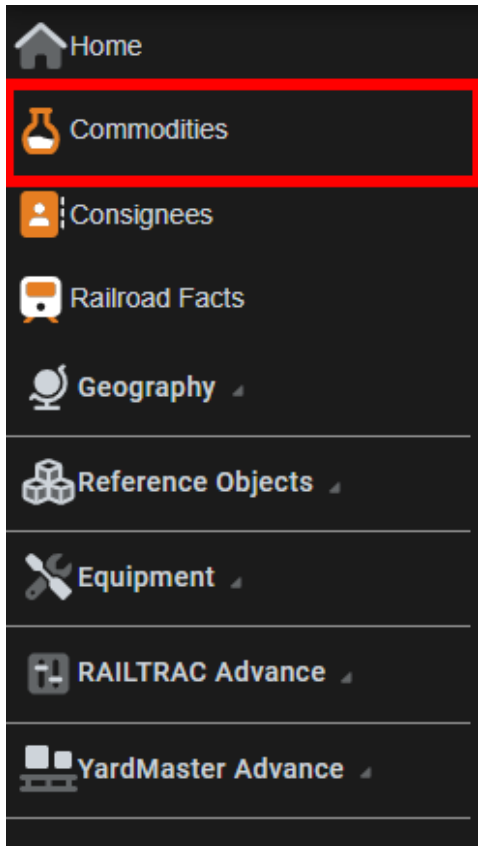


The Commodities icon contains commodity data viewing. Users can then:
- View all existing commodity fact information
- Add new commodity fact information

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**Consignees Icon**
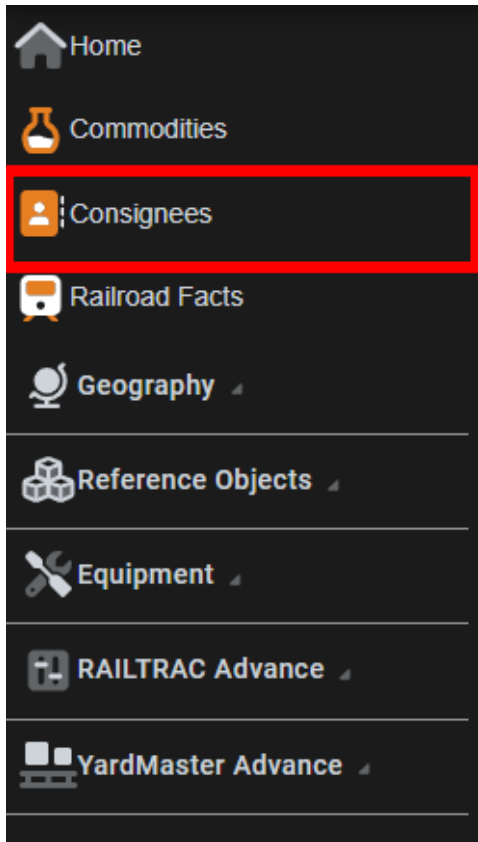


The Consignee icon allows users to view customer information.
- View all customer fact information (Example: Ship To, Bill to etc.)
- Add new customer fact information.
- Aliases - allows users to connect customer name spelling variations to customer fact records.
- Detention Profiles - allows users to set customer parameters for detention charges.

**Reference Manager**

**Railroad Facts Icon**
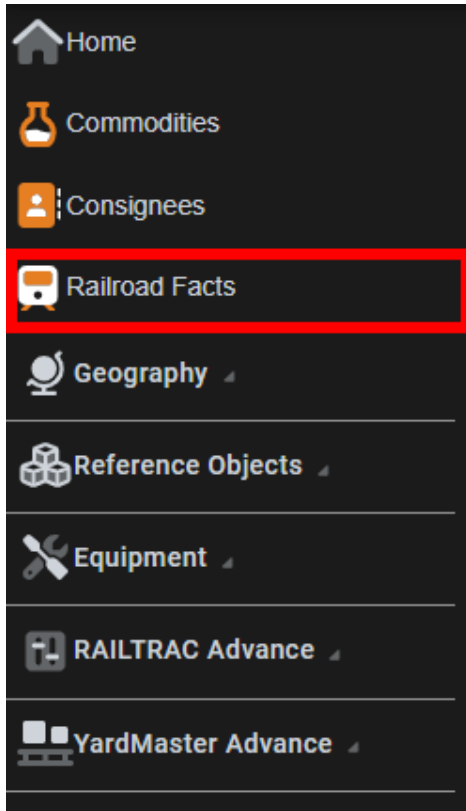


The Railroad icon is where all railroad information is maintained. This icon allows users to maintain facts related to rail carriers.

- View all railroad fact information.
- Add new railroad fact information.

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**Geography Icon**
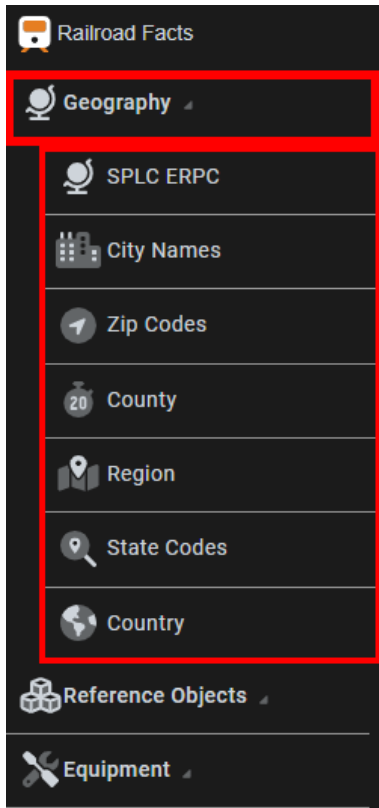


The Geography icon is where all geographical data is maintained.

The Geography icon contains:
- SPLC/ERPC - stores SPLC and ERPC spellings for city names
- City Names - allows a user to connect a city name spelling variation to an SPLC.
- Zip Codes
- County
- Region -used by RATESERVER.
- State Facts - stores state names and abbreviations for states.
- Country

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**Reference Objects**



The Reference Objects tab is where the Master Data below is stored.
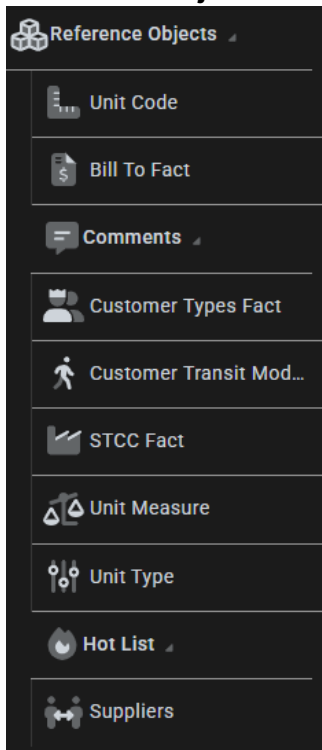
- Unit Code allows users to view different units of measure defined within the database.
- The Bill To module allows users to manage Bill To information for detention purposes. This is designed to allow invoices to be sent to a common billing address for customers with multiple shipping locations.
- Comment Type - allows System Administrators to create Comment Types, it is used to add and update comments on trips in RAILTRAC.
- Customer Types Fact defines the type of customer such as Customer, Storage, or Shop
- Customer Transit Mode Service allows users to define transit mode such as rail, truck etc.
- STCC Fact- STCC Codes - a reference table defining STCC (Standard Transportation Commodity Codes).
- Unit Measure - Unit Codes for measurements. (pounds, gallons, barrels, etc.)
- Unit Type - Measurement Type (volume, Length, package, weight)
- Hot List
- Suppliers allow users to maintain all supplier information.

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**Equipment Icon**
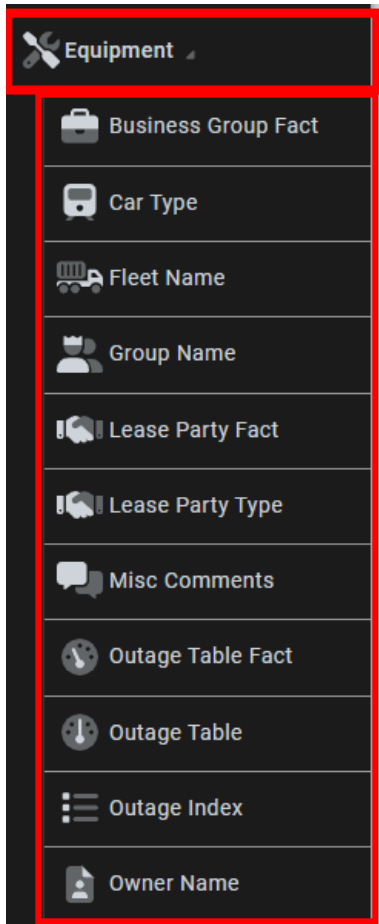


The Equipment Icon allows the user to manage all railcar data, displays physical car information including fleet configuration, lease, and outage data.

- Business Group Fact - allows creation of business group names to use for fleet management.
- Car Type - allows users to define car types such as covered hopper, tank car, etc.
- Fleet Name - allows creation of fleet names to use for fleet management.
- Group Name – allows users to associate Fleet ID to a group.
- Lease Party Fact- allows user to view/add lease parties and assign riders.
- Lease Party Type - contains data for leased and subleased cars.
- Misc Comments - allows System Administrators to link Comment Types to Auto Comments
- Outage Table Fact allows users to enter an Outage/Innage table and link car numbers to it to calculate loaded volume in a tank car.
- Outage Table - Creating an outage table in RAILTRAC.
- Outage Index - Viewing or adding railcars attached to outage tables.
- Owner Name - where users can view or create car owner names.

**RAILTRAC Advance Icon**

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TRANSCAT WILL BE REMOVED, NEED TO UPDATE
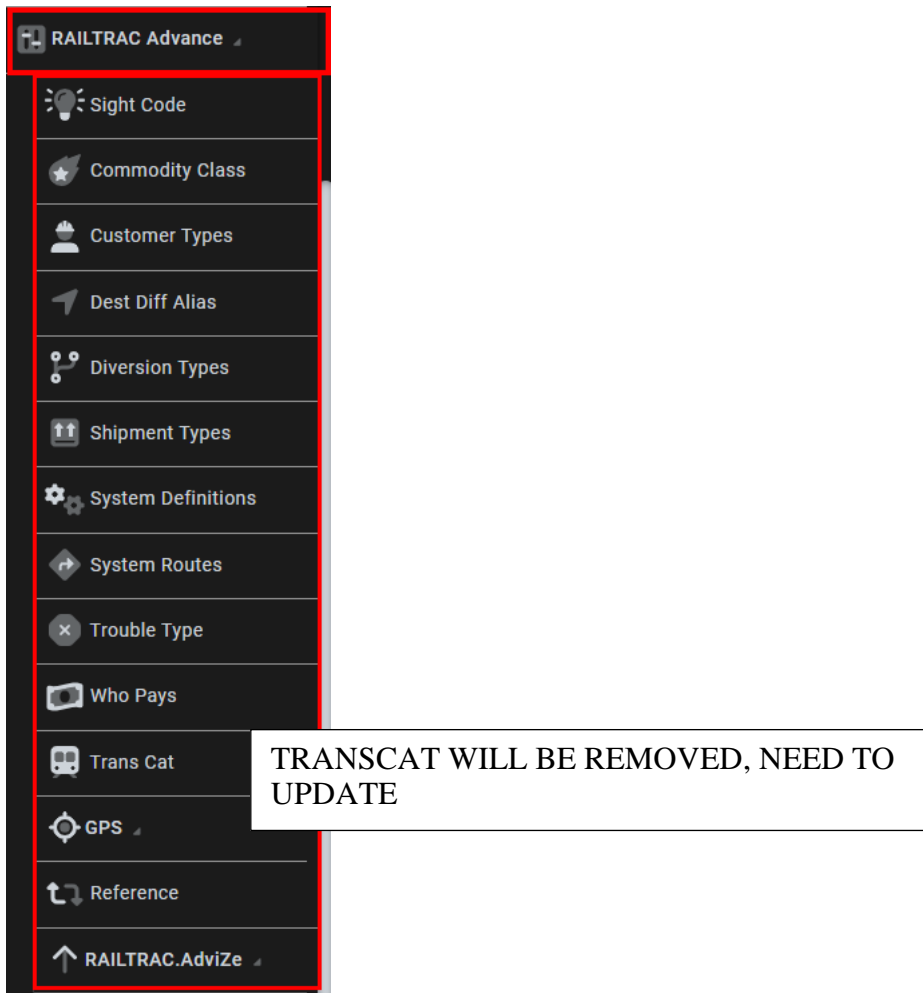
RAILTRAC Advance

- Sight Code – The Event Sighting Code abbreviations describe all equipment situations when equipment is sighted and tracked on RT Advance
- Commodity Class - user defined categories of commodities to corresponding products
- Customer Types - defines the type of customer such as Customer, Storage etc.
- Dest Diff Alias - an Alias tool for Dest Diff
- Diversion Types - Manage Diversions - Diversions created in RAILTRAC based on various Get Data parameters. Multi-Diversions - Performing multiple diversions on shipment records to match diversions made with railroads.
- System Definitions - a function allowing your RAILTRAC System Administrator to configure RAILTRAC according to the needs of the installation site.
- System Routes -
- Trouble Type -
- Who Pays - Applicable to Diversions. There is a standard

# Reference Manager
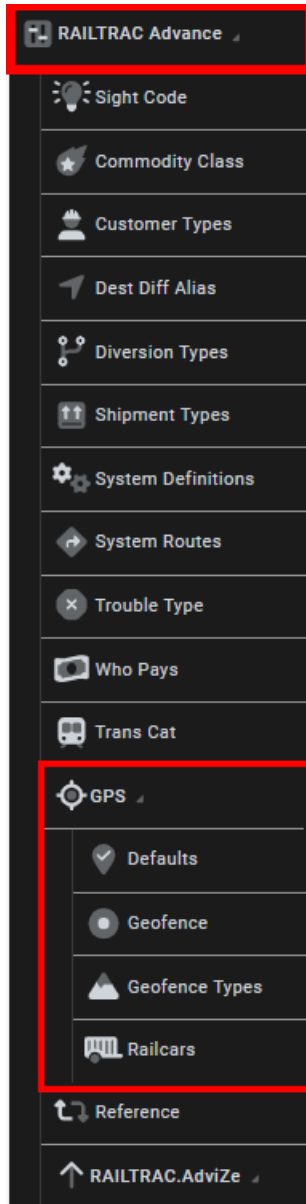


The GPS Fact icon contains the initial setup screens for managing GPS shipments.

GPS icon provides specialized services collaborating with GPS vendors, which allow users the ability to report and manage shipments of railcars equipped with GPS tracking devices.

Reference- The Reference tab is where all Master Data is stored in RAILTRAC
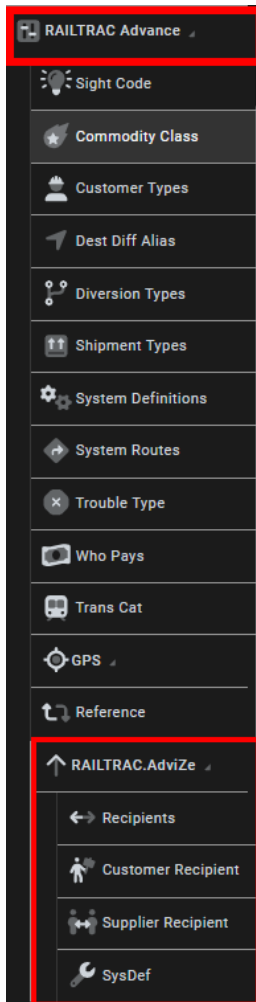
Railtrac
- o   Reference
  - ▪   Hot List- The Hot List icon allows users to add, view or tag specific cars as hot and attach issue notes.
    - •   Category

**Reference Manager**

The RAILTRAC AdviZe icon allows System Administrators to set up and/or manage shipment and detention notifications. A System Administrator password is required.

By selecting RAILTRAC AdviZe, a System Administrator can:
- Maintain Recipients information
- Create or update customers to receive notifications
- Create or update suppliers to receive notifications

Recipients' icon is related to RAILTRAC AdviZe. This allows System Administrators to set up and/or manage shipment and detention notifications. A System Administrator password is required.

System Administrator can:
- Maintain Recipients information

**Reference Manager**

- Create or update customers/suppliers to receive notifications such as Customer Recipient, and Supplier Recipient
- SysDef - is used to add and update comments on trips in RAILTRAC